CPI 100.3
Important Facts

Presented by Katie Green

1	2	3	4	5	6
CPI Overview	Transmission Dates	Consolidated Districts	Reports	Contracts and Salaries	Items to Remember

CPI OVERVIEW

CPI OVERVIEW

WHAT IS CPI

❑ **Certified** and **Classified** Personnel Information   **(Board Rule 160-5-2-.50)**

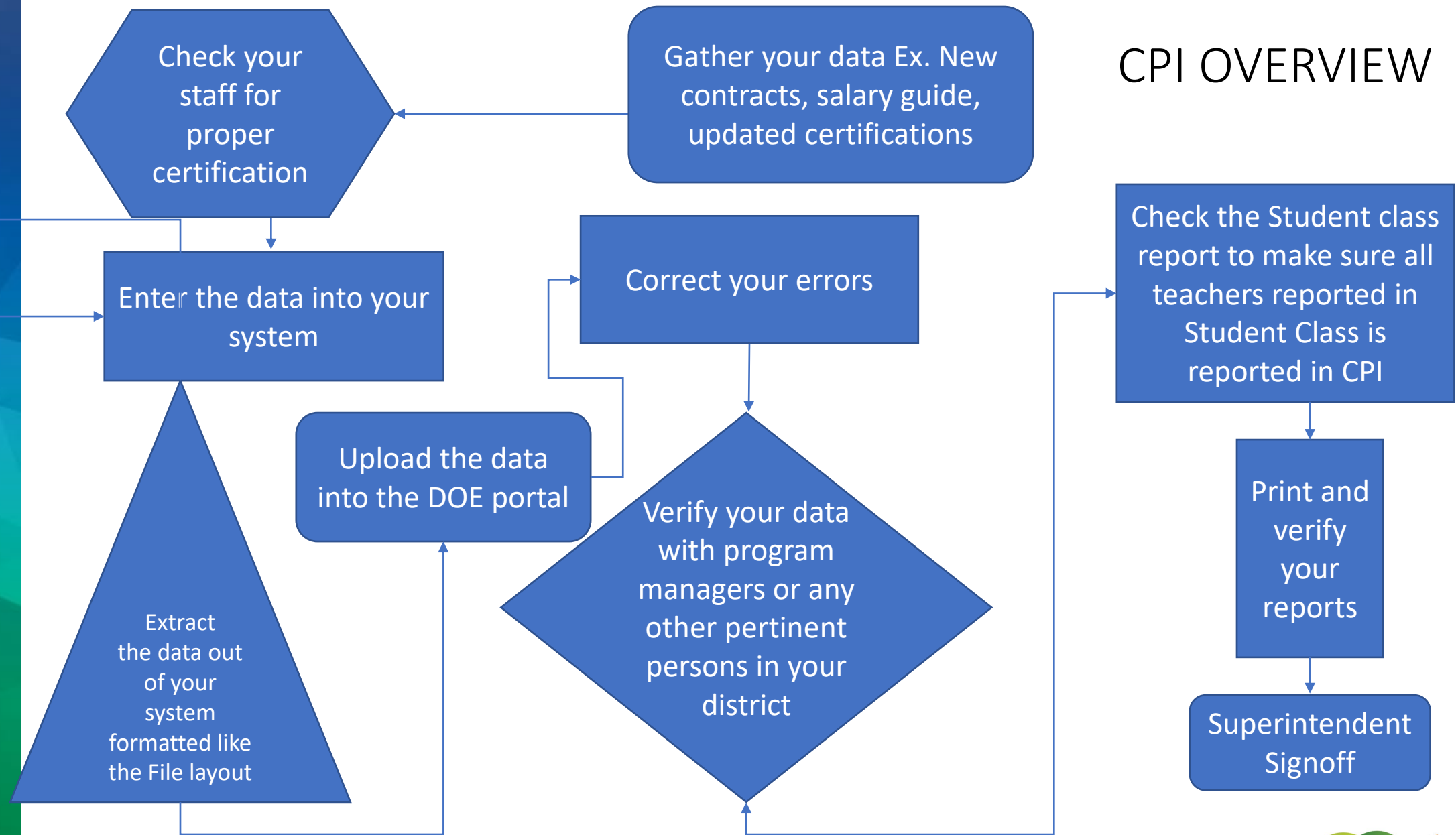❑ Reporting of certified and classified personnel based on their **role** within your district
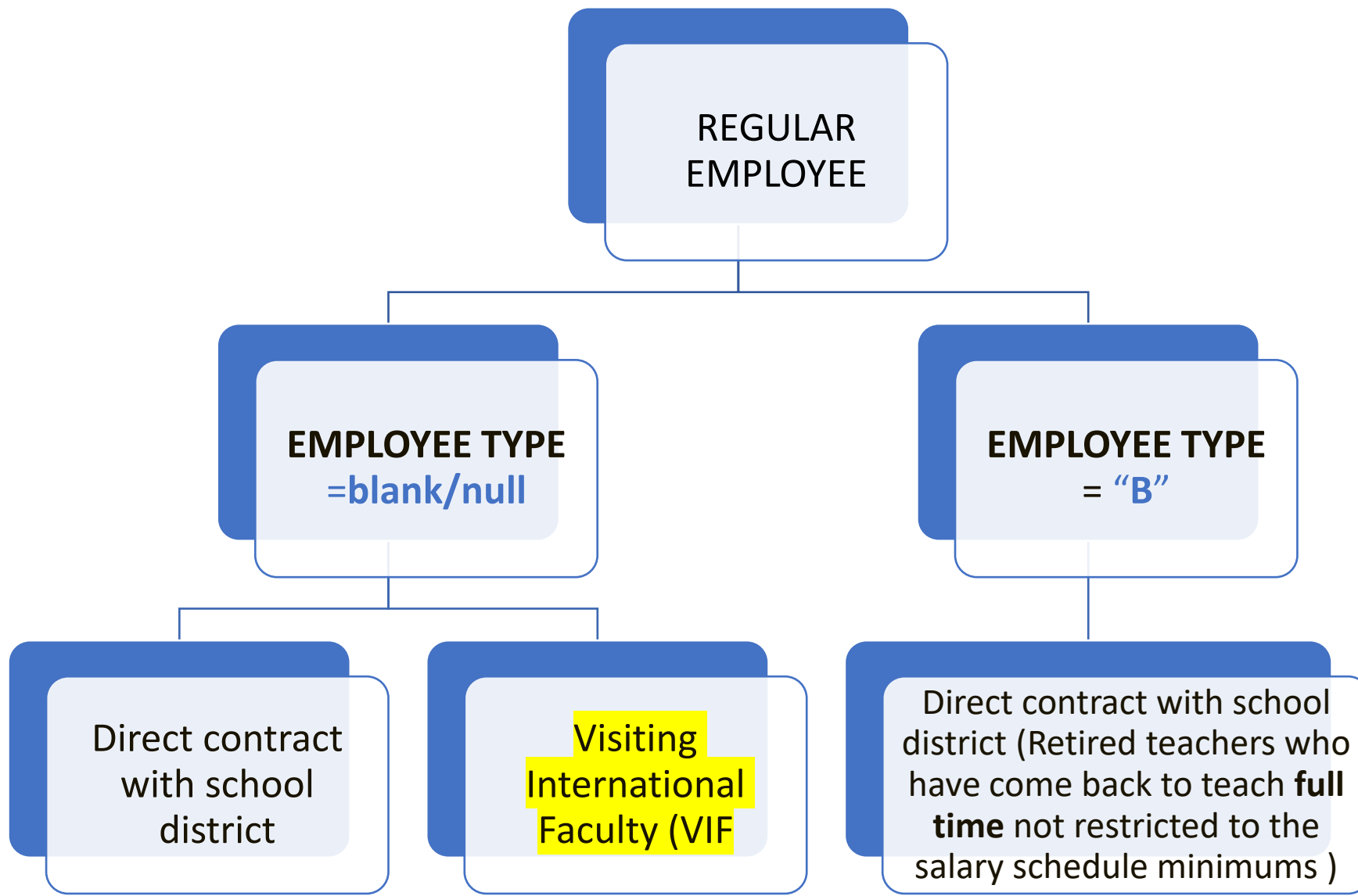
CPI OVERVIEW

HOW IS THE DATA USED

- State funding for certified staff - Training and Experience (T&E)
- Math/Science Incentive Funding (HB280)

- Title I Comparability Report
- Determine Teacher Shortage Areas
- Program Reviews
- State/Federal Reporting

- Given to PSC for highly qualified teachers process under ESSA
  "Every Student Succeeds Act"

CPI OVERVIEW

Gather your data Ex. New contracts, salary guide, updated certifications

→ Check your staff for proper certification

→ Enter the data into your system

Correct your errors

Check the Student class report to make sure all teachers reported in Student Class is reported in CPI

Upload the data into the DOE portal

Extract the data out of your system formatted like the File layout

Verify your data with program managers or any other pertinent persons in your district

Print and verify your reports

Superintendent Signoff

GaDOE
Georgia Department of Education

7

REGULAR EMPLOYEE

EMPLOYEE TYPE =blank/null

EMPLOYEE TYPE = "B"

Direct contract with school district

Visiting International Faculty (VIF

Direct contract with school district (Retired teachers who have come back to teach **full time** not restricted to the salary schedule minimums)

*** Required for "In-Field" Determination for Title II and IDEA Reporting ***

CPI OVERVIEW
EMPLOYEE TYPE

LONG TERM SUBSTITUTE
EMPLOYEE TYPE "L"

***
Required for "In-Field" Determination for Title II and IDEA Reporting
***

Hired directly by district to occupy a vacant permanent position.

Must teach in the same vacant position for at least 4 weeks to be considered "Long Term". (Title II-A definition)

CPI OVERVIEW
EMPLOYEE TYPE

THIRD PARTY CONTRACTOR EMPLOYEE TYPE "P"

*** **Required for "In-Field" Determination for Title II and IDEA Reporting** ***

Not Hired directly by district *Independent contractors (Tax Form 1099)*

Does not earn T&E dollars

Staff hired by and paid through another agency / private company

Ex. Nurse hired through a hospital

CPI OVERVIEW
WHAT IS REPORTED

'A01' Record- Basic Demographics

'B01' Record- Contract and Certification Information

CPI OVERVIEW

WHAT IS REPORTED

'C01' Records- Job Assignments

Assignment Information- C Record (Non-Terminated Regular, SB327 and Third Party employee are required to have C-Record(s))

School ID	Percent Of Time	Assignment Type	In Field Status	Cert Type	Job Code	Sub Code	Cert Field	Fund Code
0103	66.0	C - Certified	I - In	T	109	400	748	00
0103	34.0	C - Certified	I - In	T	112	910	748	00

PSC Certification Information

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	01/04/2016	06/30/2021

CPI OVERVIEW
PSC Information
https://www.gapsc.com/Certification/Lookup.aspx

CPI OVERVIEW

CPI Main Menu

Report Menu

ADHOC Query
CPI Primary Contacts

PSC Data Request
Transmission System
Transmission Status
Admin/Helpdesk Menu

CP008- Errors and Warning Summary

CP009- Error and Warnings Detail

CPI OVERVIEW

CP008 List Errors and Warnings

Clicking on the Data Has Errors bring you to a detail of the errors

Error Code	Error Description	Number of Errors
E540	BIRTHDATE makes employee less than 15 or greater than 90 years old. If BIRTHDATE is not correct, enter the correct BIRTHDATE.	1
E620	ASSIGNMENT CERTIFICATE TYPE P2L only valid with CERTIFICATE FIELD CODE 710	16
E624	CERTIFIED EMPLOYMENT BASIS is greater than zero but there is no ASSIGNMENT TYPE CODE = 'C'.	29
E625	CLASSIFIED EMPLOYMENT BASIS is greater than zero, but there is no ASSIGNMENT TYPE CODE = 'N'.	8
E629	All non-termination data elements in the B-record must be blank when reporting a terminated employee. See CP018-B E629 Clear Data Report for list of employees	10
E641	CERTIFICATE LEVEL does not match PSC. Enter the most recent active CERTIFICATE LEVEL issued by PSC. (Exception: Charter Waiver or Certificate Pending)	1
E647	For active employee with EMPLOYEE TYPE = blank or 'B', the ANNUAL CONTRACT SALARY for CLASSIFIED and ANNUAL CONTRACT SALARY for CERTIFIED cannot both be zero.	23
E648	TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE must be greater than zero.	2
E660	CONTRACT DAYS FOR CERTIFIED EMPLOYEE is less than 1, greater than 260, or blank.	29
E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	16
E698	ASSIGNMENT FIELD CODE must be a valid CERTIFICATE FIELD CODE for employee in PSC Database, except where ASSIGNMENT FIELD CODE = '998' (Pending), '101', '102', '103' , '104' ,'105' or '106 (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	8
E803	No assignments found for non-terminated employee. Enter assignment information if not terminated, or TERMINATION CODE and TERMINATION DATE.	37
E2016	All personnel reported as active in previous CPI cycle must be reported as either active or terminated in the current CPI cycle.	8
W631	Employee with CERTIFIED EMPLOYMENT BASIS > 1, when prorated for CERTIFIED EMPLOYMENT BASIS of 1, ANNUAL CERTIFIED SALARY is < state minimum.	5
W632	ASSIGNMENT JOB CODE of 080, 434, 612, 613, 646, 648, and 649 reported with Secondary Fund code of '00'.	1
W646	Warning: Full Time Equivalent Salary for Certified Employee is greater than $100,000.00	1
W692	Warning: ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE is zero or is greater than 262.	9
W991	The combination of ASSIGNMENT FUND CODE and Special Ed/GNETS ASSIGNMENT JOB CODE will not be eligible for T&E Funding. (Only FUND CODE '00' is eligible for T&E funding.)	1

E691 - ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in *PSC Database* unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103', '104', '105', or '106' (Charter Waivers).

Georgia Department of Education
Oct, 2018 CPI Cycle 2019-1

Errors and Warnings Detail

#	Emp Code	Last Name, First Name M.I.	Error Code	Error Message	Data Submitted	Input Field
1			E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	SIT	Certificate Type
2			E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	SIT	Certificate Type
3			E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	I1T	Certificate Type
4			E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	I1T	Certificate Type
5			E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate.	I1T	Certificate Type
6			E691	ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet	I4T	Certificate Type

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E691 - ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in *PSC Database* unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103', '104', '105', or '106' (Charter Waivers).
(Note: 'Condition' in *PSC Database* must be translated to 'Type'.)

Edit

Personnel Demographic Information- A Record

EmpCode:		Employee Type			Race Indian:	N
Last Name:		Birth Date: (mm/dd/yyyy)			Race Asian:	N
First Name:		Gender:		F	Race Black:	N
Middle Initial :	D				Race Pacific:	N
		Ethnic Hispanic:		N	Race White:	W

Personnel Demographic Information- B Record

			CERTIFIED	CLASSIFIED	
Termination Code	0	Employment Basis	1000		0
Termination Date		Contract Days	190		0
Stop Here For Terminated Employee!		Contract Salary	4492700		0
		Certified Years Experience	5		
State Health Plan (Y/N)	Y	State Pay Step	3		
CPI DERIVED FIELDS (for DOE use only)		Payroll Certificate Level	5		
Full Time Equivalent Certified Salary (*Cert Emp Basis X Cert Salary*)	$44,927				

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0108	School	40.0	C	SIT	114	260	748	00	N
0108	School	60.0	C	SIT	114	400	748	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	08/10/2015	F	PRT	750	07/01/2018	06/30/2023
5	08/10/2015	F	PRT	881	07/01/2018	06/30/2023
5	08/10/2015	F	PRT	748	07/01/2018	06/30/2023
5	08/10/2015	F	PRT	878	07/01/2018	06/30/2023
		F	C	694	07/01/2018	06/30/2023

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E691 - ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in *PSC Database* unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103', '104', '105', or '106' (Charter Waivers).
(Note: 'Condition' in *PSC Database* must be translated to 'Type'.)

Georgia Department of Education
Oct, 2018 CPI Cycle 2019-1

CPI Employee Record Detail
███████ County

Edit

Personnel Demographic Information- A Record

EmpCode:		Employee Type		Race Indian:	N
Last Name:		Birth Date: (mm/dd/yyyy)		Race Asian:	N
First Name:		Gender:		Race Black:	N
Middle Initial :				Race Pacific:	N
		Ethnic Hispanic:	N	Race White:	W

Personnel Demographic Information- B Record

			CERTIFIED		CLASSIFIED
Termination Code	0	Employment Basis	1000		0
Termination Date		Contract Days	190		0
Stop Here For Terminated Employee!		Contract Salary	3736500		0
		Certified Years Experience	5		
State Health Plan (Y/N)	N	State Pay Step	3		
CPI DERIVED FIELDS (for DOE use only)		Payroll Certificate Level	4		
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)	$37,365				

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0201	████ Middle School	19.0	C		107	230	730	00	N
0201	████ Middle School	49.0	C		107	231	730	00	N
0201	████ Middle School	7.0	C		107	232	730	00	N
0201	████ Middle School	25.0	C		120	320	730	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2015	06/30/2020

Rich...
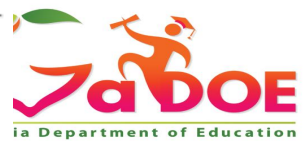
505-3-.01 REQUIREMENTS AND STANDARDS FOR APPROVING PROFESSIONAL EDUCATION UNITS AND EDUCATOR PREPARATION PROGRAMS.

Fields in ~~strikeout font~~ with a **dark grey** background have expired. If all fields have expired, the certificate has expired.

This Certificate of Eligibility is NOT an educator certificate and DOES NOT CERTIFY the holder for any teaching position in Georgia.

Type	Eligible Field	Begin Eligibility	End Eligibility
C	CLEARANCE CERTIFICATE [FLD694]	07/01/2017	06/30/2022

The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators.

Type	Eligible Field	Begin Eligibility	End Eligibility
*I1T	MIDDLE GRADES (4-8) - MATH [FLD851]	12/10/2016	06/30/2021
*I1T	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	12/10/2016	06/30/2021

The Induction certificate is the second tier of Georgia's tiered certification structure. In addition to successful program completion and a passing score on all required assessments, employment in a Georgia school is required to earn the Induction Certificate. In order to receive the educator certificate described above, the individual must be employed in the designated certificate field by a Georgia local unit of administration (LUA), and the employing LUA must request the issuance of the educator certificate from the Georgia Professional Standards Commission (GaPSC). Should this

CPI OVERVIEW

SOLVING ERRORS

- Check File Layouts
  - Look at data element description in layout
  - Look at error message

- Inspect data in local software

- Inspect data in CPI

Correcting Online . . .

Warning!

- Re-uploading an extract will wipe out any online changes previously made online.

- Make sure all uploads are completed before making any last-minute changes online.

TRANSMISSION DATES

TRANSMISSION DATES

CYCLE 1 - OCTOBER

Report Active and Terminated Employees

- ❑ Tuesday, **October 6, 2020** – Transmissions begin
- ❑ Tuesday, **October 13, 2020**– Initial transmission deadline
  <u>Purpose</u>: Removal of duplicate reporting by districts
- ❑ Tuesday, **October 27, 2020** - Final transmission deadline
  - ➢ **Deadline for Superintendent Sign-off**

**Valid termination date range for
October CPI 2021-1 is 03/04/2020 – 10/06/2020**

A, B, and **C**
Records

TRANSMISSION DATES

CYCLE 2 - MARCH

Report Active and Terminated Employees

- ❑ Thursday, **March 4, 2021** - Transmissions begin
- ❑ Thursday, **March 11, 2021** - Initial transmission deadline
   <u>Purpose</u>: Removal of duplicate reporting by districts
- ❑ Thursday, **March 25, 2021** - Final transmission deadline
   - ➢ **Deadline for Superintendent Sign-off**

**Valid termination date range for
October CPI 2021-2 is 10/06/2020– 03/05/2021**

A, B, and **C**
Records

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TRANSMISSION DATES
CYCLE 3 - JULY

Leave Reporting for Fiscal Year

❑ Thursday, **July 08, 2021** - Transmissions begin
❑ Thursday, **July 15, 2021**- Initial transmission deadline
❑ Thursday, **July 22, 2021**- Final transmission deadline
  ➢ **Deadline for Superintendent Sign-off**

Report cumulative leave taken for fiscal year.
A & D records only

A and **D** Records

FY2021 Data Collections
Summary of Collection Dates

Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	Duplicate Record Deadline	End Date
Student Class (SLDS profile)	1 (A)	Monday, July 20, 2020	n/a	n/a	Friday, June 25, 2021
GUIDE	n/a	Thursday, July 9, 2020	n/a	n/a	Friday, June 25, 2021
Pre-ID	2	Thursday, September 3, 2020	n/a	n/a	Thursday, September 17, 2020
Pre-ID	3	Thursday, January 7, 2021	n/a	n/a	Thursday, January 21, 2021
Data Collection Survey	1	Tuesday, July 14, 2020	n/a	n/a	Tuesday, August 25, 2020
FTE	1	Tuesday, October 6, 2020	Tuesday, October 13, 2020	Tuesday, October 20, 2020	Tuesday, October 27, 2020
FTE	2	Thursday, March 4, 2021	Thursday, March 11, 2021	Thursday, March 18, 2021	Thursday, March 25, 2021
CPI	1	Tuesday, October 6, 2020	Tuesday, October 13, 2020	Tuesday, October 20, 2020	Tuesday, October 27, 2020
CPI	2	Thursday, March 4, 2021	Thursday, March 11, 2021	Thursday, March 18, 2021	Thursday, March 25, 2021
CPI	3	Thursday, July 8, 2021	Thursday, July 15, 2021	n/a	Thursday, July 22, 2021
Student Class	Oct	Tuesday, September 29, 2020	Tuesday, October 13, 2020	n/a	Tuesday, October 27, 2020
Student Class	Mar	Thursday, February 25, 2021	Thursday, March 11, 2021	n/a	Thursday, March 25, 2021
Student Class - End of Year	Jun	Thursday, May 6, 2021	Thursday, May 13, 2021	n/a	Tuesday, June 8, 2021
Free & Reduced Meal	1	Tuesday, November 3, 2020	n/a	n/a	Thursday, November 19, 2020
Private School - Cleanse	1	Monday, July 6, 2020	n/a	n/a	Friday, June 25, 2021
Private School	1	Tuesday, November 3, 2020	n/a	n/a	Thursday, November 19, 2020
Student Record - Data Cleanse	1	Thursday, September 3, 2020	n/a	n/a	Tuesday, December 15, 2020
Student Record	n/a	Wednesday, February 3, 2021	n/a	n/a	Tuesday, June 15, 2021
Student		Wednesday, February 3, 2021	Wednesday, February 10, 2021	Wednesday, March 24, 2021	Tuesday, June 15, 2021
Enrollment		Wednesday, February 3, 2021	Wednesday, February 10, 2021	Wednesday, March 24, 2021	Tuesday, June 15, 2021
Special Education		Wednesday, February 3, 2021	Wednesday, February 17, 2021	n/a	Tuesday, June 15, 2021
Student Safety		Wednesday, February 3, 2021	Wednesday, March 24, 2021	n/a	Tuesday, June 15, 2021
Program		Wednesday, February 3, 2021	Wednesday, April 14, 2021	n/a	Tuesday, June 15, 2021
Address		Wednesday, February 3, 2021	Wednesday, April 21, 2021	n/a	Tuesday, June 15, 2021
System		Wednesday, February 3, 2021	Wednesday, April 21, 2021	n/a	Tuesday, June 15, 2021
School		Wednesday, February 3, 2021	Wednesday, April 21, 2021	n/a	Tuesday, June 15, 2021
EOPA	1	Opens following Student Class Signoff	n/a	n/a	Friday, June 25, 2021

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TRANSMISSION DATES

PLAN YOUR CALENDAR

There are <u>reasons</u> for Deadlines:

- **To resolve duplicates early in the cycle**
  - ✓ **<u>Please</u> make the Initial Transmission deadline**
  - ✓ **Let us know early if you are having local   system problems**

- **To build in time to handle the "unexpected"**

- **To build in time to review data and reports**

- **To avoid the dreaded "last-minute" stress!**

TRANSMISSION DATES

DATA COLLECTION SURVEY

Source for our CPI Coordinator List

Tuesday, July 14 to Tuesday, August 25

❑ **Make sure your FTE Coordinator has the correct information on your:**
  - ✓ **HR/Payroll software**
  - ✓ **Who your CPI Coordinator is**
  - ✓ **Correct contact information for your CPI Coordinator:**
    - o **Email address**
    - o **Phone Number**

CONSOLIDATED DISTRICTS

Consolidated Funding Districts

Consolidation of Funds

Consolidate Funding

CF$
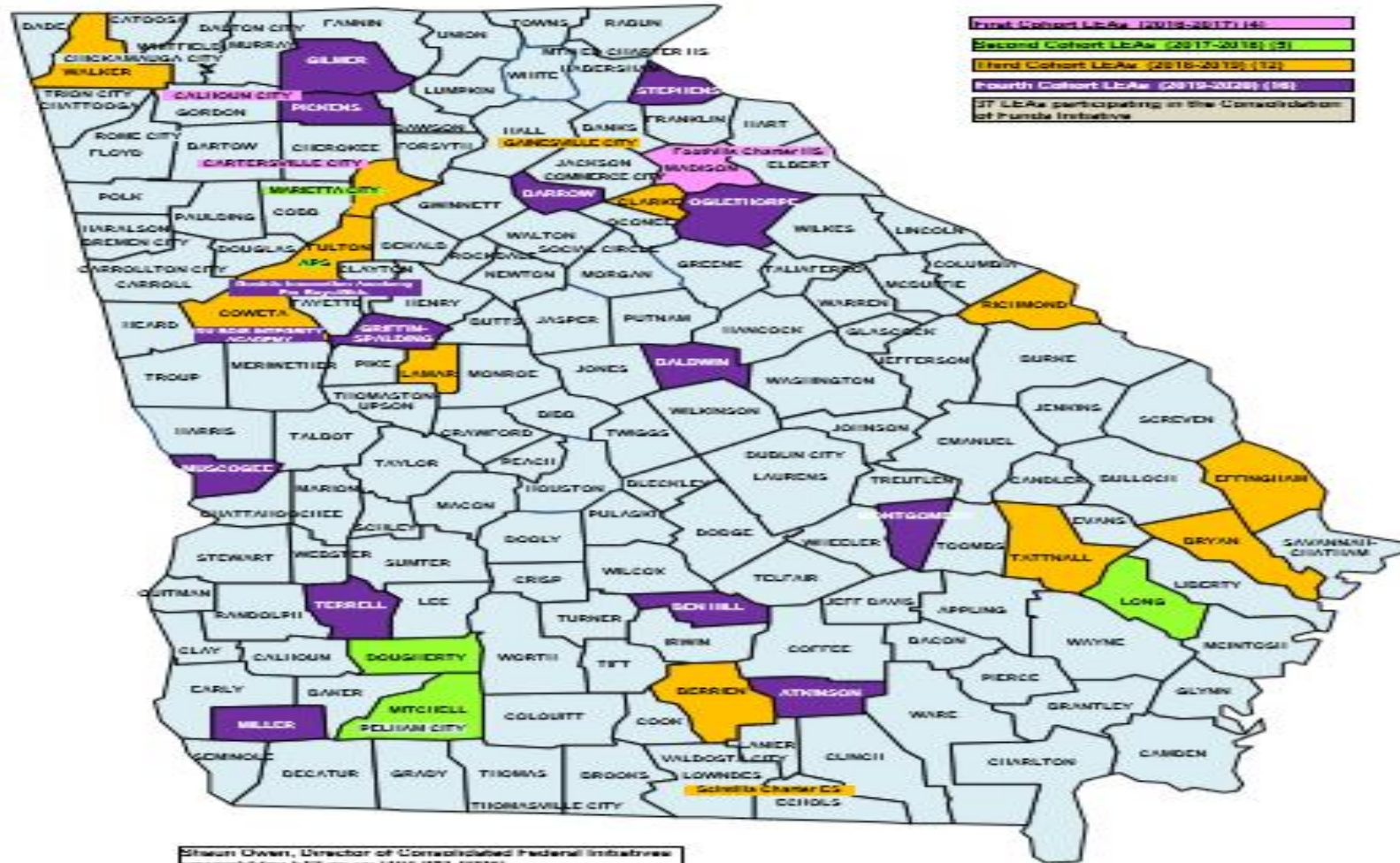
What does Consolidation mean?

An Initiative to fully consolidate federal, state, and local funds in specific Title I schools that operate schoolwide programs.

• School-wide school treats the funds it is consolidating as a single "pool" of funds

• Funds from the contributing programs lose their identity –but not all the strings

• The school uses funds from this consolidated school-wide (SW) pool to support any activity of the SW Plan

Consolidated Funding

CF$

What is the Purpose of Consolidation?

The purpose of consolidating funds is to help a school- wide program school effectively design and implement a comprehensive plan to upgrade the entire educational program in the school based on the school's needs identified through its comprehensive need's assessment.

Consolidated Funding
CPI & Consolidated Funding

CF$

1   Data Element – **ASSIGNMENT CONSOLIDATED FUND FLAG** Indicates if employee should be counted in the Consolidated Funding.

Valid Values: "Y" = Yes, or "N" = No

2   ASSIGNMENT FUND CODES (also called SECONDARY FUND CODES)

- 01 = Staff accounted for within the Resource Allocation Plan (For CF Sites Only),

- 02 = Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)

3   Error checks

CF$

Consolidated Funding

ASSIGNMENT CONSOLIDATE FUNDING FLAG

- Required for: Cycles 1 & 2
- Field Type: Alpha
- Required For: Certified, Classified and Active Employees
- Description: Indicates if employee should be counted in the Consolidated Funding
- Located: Part of the C record on the file layout.

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Consolidated Funding
Using Secondary Fund Codes 01 and 02

CF$

- **SCHOOL CODE** must be an approved school to use Consolidated Funding.

- Employee must be paid out of Fund 150

- **CONSOLIDATED FUND FLAG** must = 'Y'

- **EMPLOYEE TYPE must =** (B= SB 327 Retiree or Blank/null = regular)

- Assignment must be one of the following **JOB CODES**

Instructions	080,085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114, 115,116,117,118,119,120,121,122,123,124,130,131,132,133,142,144,145, 146,147,148,150,151,152,153,154,156,157,195,395,434,435,436,440,442, 443,445,494,497
Pupil Services	306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496, 497
Improvement of Instructional Services	397,405,406,445,497,621
Transportation (Supplemental academic services only)	464,461

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Consolidated Funding

CF$

ASSIGNMENT CONSOLIDATED FUND FLAG- reported on the C record

ASSIGNMENT CONSOLIDATED FUND FLAG-
Identifies whether an employee is being paid with Consolidated Funds Codes: Valid Values "Y" "N"

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s)									
School ID	Percent of Time	Assignment Type	In field Status	Cert Type	Job code	Sub code	Cert Field	Con Fund Flag	Fund Code
0103	60	C	I	T	109	400	748	Y	01
0103	20	C	I	T	615	999	704	N	00
0103	20	C	I	T	112	910	748	Y	02

GaDOE
Georgia Department of Education

Consolidated Funding

Consolidate Funding Errors

- **E6991 - ASSIGNMENT CONSOLIDATED FUND FLAG** = "N' **ASSIGNMENT FUND CODE** cannot be 01 or 02

- **E6992-If ASSIGNMENT FUND CODE = 01 or 02 ASSIGNMENT CONSOLIDATED FUND FLAG must be "Y"**

- **E1022- ASSIGNMENT JOB CODE** not valid for consolidated Funding

- **E1023- ASSIGNMENT SCHOOL CODE** Not listed on approved consolidated Funding List

REPORTS

REPORTS

Data have **Errors.**

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

Manual Relief Request

- Nurses License Verification-Confirmed
- AP Professional Development Verification-Confirmed
- IB Professional Development Verification

- ADHOC Query

- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

New Report "Advanced Placement Teacher's Qualification Report"

- Pulls a list of teachers teaching AP courses from Student Class into an interactive report in CPI to display all AP teachers by district. Columns includes School Number, School Name, Course Number, Course Name, Total Teachers, and Certified by APSI (Y or N).

New Report "International Baccalaureate Teachers Qualification Report"

- Pulls a list of teachers teaching IB courses from Student Class into an interactive report in CPI to display all IB teachers by district. Columns includes School Number, School Name, Course Number, Course Name, Total Teachers, and Certified (Y or N).

New Report "Nurse Qualification Report" JOB CODE 409

- Pulls a list of nurses with Job Code = '409' from CPI and create an interactive report in CPI to display all nurses by district. Columns includes School Number, School Name, Total Nurses, and Licensed (Y or N).

REPORTS

Go To CPI Main Menu	**CPI Funding Reports Menu**

CERTIFIED

CP090 Certified State and Other Health Plan	CP003 Certified Staff/FTE Experience
CP038A HB280 Math/Science Eligibility - Grades 06-12	CP038B HB280 Math/Science Eligibility - Grades KK-05
CP039A HB280 Secondary Math/Science Funded- Grades 06-12	CP039B HB280 Secondary Math/Science Funded- Grades KK-05

View to GA PSC Database

Available as soon as Cycle 1 starts in October:
CP003 Certified Staff/FTE Experience (T&E funding)
CP038A HB280 Math/Science Eligibility - Grades 06-12
CP038B HB280 Math/Science Eligibility - Grades KK-05

NOT available until after the end of the fiscal year:
CP039 HB280 Secondary Math/Science Funded - Grades 06-12
CP039 HB280 Secondary Math/Science Funded - Grades KK-05

REPORTS

Math/Science Teachers
Incentive Funds Eligibility Reports

HB 280 – Elementary School (Grades K-5)

Report to identify teachers to be submitted to Budget as eligible for possible annual stipend separate from T&E (CP038B)

- HB280 Grades K-05 Math Science Eligibility Report for Stipend Award
  Based on Certificate Field and Subject Matter

- HB280 Grades K-05 Exception Report for Stipend Award
  Confirm Grades Taught Where Ambiguous

Richard Woods, Georgia's School Superintendent | Georgia Department of Education | *Educating Georgia's Future*

Math/Science Teachers
Incentive Funds Eligibility Reports

HB 280 – Elementary School (Grades K-5)

Eligibility Requirements:
1.) Must be an active employee within the school district.
2.) Must have clear renewable certificate as defined by Professional Standards Commission.
3.) Must not be provisional employee.
4.) Assignment Type must equal "C" (Certified)
5.) Assignments must have one of the following Job Codes:
 085, 100, 101, 102, 103, 104, 105, 131, 132, 133, 145, 146, 152, 153, 156, 157, 158,
 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 195
6.) Assignments must have one of the combinations:
 => For math assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
  { Subject Code = (270, 271, 272, 273, or 278) and PSC Field Code = (970) }
 => For science assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
  { Subject Code = (410, 412, 413, or 418)
   and PSC Field Code = (971) }

Notice:
-Staff may be listed multiple times based on qualifying assignments.
* Code reported more than once in the same row indicates same code was used in more than one assignment.

REPORTS

Math/Science Teachers

Incentive Funds Eligibility Reports

HB 280 - Middle and High School (Grades 6-12)

Reports to identify teachers to be submitted to Budget as eligible for possible incentive funding separate from T&E.(CB038A)

- HB280 Grades 06-12 Math /Science Eligibility
  Based on Certificate Field and Subject Matter and Years of experience

- HB280 Grades 06-12 Exception Report
  Confirm Grades Taught Where Ambiguous

Math/Science Teachers

Incentive Funds Eligibility Reports

HB 280 - Middle and High School (Grades 6-12)

Eligibility Requirements:
1.) Certified Math/Science Teachers With Less Than 6 Years Of Experience For Grades 06-12.
2.) Must have clear renewable certificate as defined by Professional Standards Commission.
3.) Must not be provisional employee.
4.) Assignment Type must equal "C" (Certified)
5.) Assignments must have one of the following Job Codes:
106, 107, 108 , 109 , 110 , 111 , 112 , 113 , 114 , 116 , 117 , 118 , 119 , 120 , 121 , 123 , 142 , 145 , 147 , 148 , 150 , 152 , 153 , 154 , 156 , 157 , 158 , 159 ,160 , 161 , 162 , 163 , 164 , 165 , 166 , 167 , 168 , 169 , 170 , 171 , 195
6.) Assignments must have one of the combinations:
=> For math assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
{ Subject Code = (270, 271, 272, 273, or 278) and PSC Field Code = (743, 851, 911, 912, or 961) }
=> For science assignment, one of the following Subject Matter Codes must be reported with one of the following PSC Field Codes:
{ Subject Code = (260,262,263,268,400,402,403,408,410,412,413,418,4P0,4P2,4P3,4P8,4S0,4S2,4S3,4S8,4C0,4C2,4C3, or 4C8) and PSC Field Code = (748, 750, 751, 752, 753, 852, 921, 922, or 962) }

Notice:
-Staff may be listed multiple times based on qualifying assignments.
* Code reported more than once in the same row indicates same code was used in more than one assignment.

REPORTS

SC006 Missing Teacher/ Assignment

CPI Main Menu

No data has been transmitted for this system.

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

- Manual Relief Request

- ADHOC Query

- Status Check List
- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

REPORTS

SC006 Transmission on 08/17/2018 03:07:37 pm - Data Have Errors
Georgia Department of Education

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI.

The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

Student Class Teacher not Reported in CPI															
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason	
0108	Jasper County High School	*****0000				N			60.0710000	000			E5083	Missing Teacher in CPI	
0108	Jasper County High School	*****0000				N			60.0720000	000			E5083	Missing Teacher in CPI	
0108	Jasper County High School	*****0000				N			60.0730000	000			E5083	Missing Teacher in CPI	

REPORTS

T&E RELATED REPORTS

SPECIAL ED REPORTS   CTAE REPORT   DUPLICATE ID REPORT

CERTIFIED

CP003 Certified Staff /FTE Experience $

	CP006 Employee Funding Source Summary
CP007 Employees Average Salary Summary	**CP011A CTAE- Contract Information**
CP011B CTAE- Job Assignments	CP012 Employee Record Summary
CP016 Employee Ethnicity and Gender	CP022 Employee Funding Source Detail
CP021 Teachers Avg Salary Comparison	**CP027 Spec Ed Teachers of Students Age 3-21**
CP025 Certificate Expiration Dates	**CP029 Rel Srvcs Providers of Students Age 3-21**
CP028 Spec Ed Teachers of Students Age 6-21	**CP031 Personnel Not Funded Through T&E** $
CP030 Duplicate Employee ID's	

GaDOE
Georgia Department of Education

REPORTS

JOB CODE REPORTS

ACTIVE VS. TERMINATED EMPLOYEES

LONG-TERM SUBS & 3RD PARTY CONTRACTS

ALL EMPLOYEES

CP002 Active Employee Summary	CP010 Employee Record Detail
CP014 Salary Greater Than $85,000	CP015 Employment Basis Greater Than1.25
CP018 Terminated Employees	**CP020 Assignment Job Codes Not Reported**
CP026 Active Employee Comparison	**CP032 Personnel Reported Active in Last Cycle**
CP036 Job Codes Summary by System	**CP040 Long-Term Substitute Record Summary**
CP041 Third-Party Contract Record Summary	**CP100 System Sign-Of**

REPORTS

CF$

CP052 Consolidated Funding Employee Summary

CP052

Georgia Department of Education May, 2017 CPI Cycle 2008		Consolidated Funding Employee Summary 608-Bartow County				

Emp Code	Last Name, First Name	Consolidated Fund Flag	Subject Code	Job Code	% of Time	Fund Code
*****4545	Childs, Sue	Y Y	230 270	102 102	20 80	01 01
*****1111	Malcom, X	Y	270	103	100	01

Legend:
1. **SCHOOL CODE** must be an Approved school to use Consolidated Funding.
2. Employee must be paid out of Fund 150
3. **CONSOLIDATED FUND FLAG** must = 'Y'
4. **EMPLOYEE TYPE must** = (B= SB 327 Retiree or Blank/null = regular)
5. Assignment must be one of the following **JOB CODES**

Instructions	080,085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119, 120,121,122,123,124,130,131,132,133,142,144,145,146,147,148,150,151,152,153,154,156,157, 195,395, 434,435,436,440,442,443,445,494,497
Pupil Services	306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496,497
Improvement of Instructional Services	397,405,406,445,497,621
Transportation (Supplemental academic services only)	464,461

Click on the Employee code to take you to the Employee record detail CP010

GaDOE
Georgia Department of Education

CP051 Consolidated Funding School Summary

Click on the Fund Code for the drop-down list of schools

CP051

Georgia Department of Education May, 2017 CPI Cycle 2008	Consolidated Funding School Summary 608-Bartow County

System:608 Bartow County

Please select School: | All Schools | By School

School Code	School Name	Allotted Number from Resource Allocation Plan	Number of FTE Positions Reported
0177	Mickey Mouse Elementary	50	30
0956	Donald Middle School	50	40

Click on the School Code for a list of employees CP052

CP050 Consolidated Funding District Summary

CP050

| Georgia Department of Education | Consolidated Funding District Summary |
| May, 2017 CPI Cycle 2008 | 608-Bartow County |

Funding Code	Fund Source Name	Allotted Number from Resource Allocation Plan	Number of FTE Positions Reported
01	Staff accounted for within the Resource Allocation Plan (For CF Sites Only)	122	100
02	Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)	222	555

Click on the Fund Code for the drop-down list of schools

CP051

REPORTS

Georgia Department of Education Oct, 2018 CPI Cycle 2019-1	System Sign-Off Report 679-Jasper County	

Type of Employee Reported		Number
Total Active Employees Reported		0
Total Terminated Employees Reported		0
Total Employee Reported for T & E		
Total Teachers Out of Field		0

Type of Employee Reported in A Record	EMPLOYEE TYPE	Total Number
Regular - Direct Contract	Blank	
Regular - TRS Returned Full-Time	B	
Long-Term Substitutes	L	
Third-Party Contract (Teachers and Special Ed Services)	P	

GOAL:
Have reports reviewed and ready to *sign off* *before* *the CPI deadline, in case changes need to be made to your data.*

CONTRACTS AND SALARIES

CONTRACTS AND SALARIES

Calculating an Employment Basis

Example: Full-time teacher who works 2 additional hours 2 days a week teaching night school. Contracted days = 190 (38 wks)

Calculation for **full-time** hours:

8 hours/day
X   5 days/week
40 hours/week
X 38 weeks/year
1520 hours/year

Calculation for **additional** hours:

2 hours/day
X   2 days/week
4 hours/week
X 38 weeks/year
152 hours/year

1520 + 152 = 1672

1672 ÷ 1520 = 1.10 (Employment Basis)

CONTRACTS AND SALARIES

Employment Basis vs. Percent of Time

- **Employment Basis – B Record**
  - Related to **CONTRACT SALARY**
  - Used to calculate FTE (full-time equivalent)
  - Used in T&E calculation for certified employees
  - Cannot be greater than 2.0

- **Assignment Percent of Time – C Record**
  - Related to **TOTAL TIME ON THE JOB**
  - All assignments must total 100% of time
  - Estimate % of time spent per assignment

CONTRACTS AND SALARIES
Example:
Employment Basis vs. Percent of Time

- **Employment Basis – B Record**
  - ❑ Certified CONTRACT Salary = $20,631.00
  - ❑ Employment Basis = 0.50
  - ❑ FTE calculated salary = 20,631.00 **/** 0.50 = $41,262.00 With Yrs Exp = 5 (Step 3) and Cert Level T4 (bachelors), the Salary Schedule minimum = $41,262.00 (met minimum)

- **Assignment Percent of Time – C Record**
  - ❑ Certified CONTRACT Days = 95 (full-time =190 days)
  - ❑ Employee has 3 assignments:
    - ▪ 15% of time worked teaching English
    - ▪ 65% of time worked as counselor
    - ▪ 20% of time worked teaching English remedial

CONTRACTS AND SALARIES

Question from district:

Are we obligated to increase certified employees salary if there is an upgrade in certification within the contract year?

Answer:

The answer is yes - they are paid from the date of the certificate.

(See 160-5-2-.05 Experience for Salary Purposes)

CONTRACTS AND SALARIES

T&E CALCULATION

We will use 4 years of experience salary step 2 the T-4 = 39168.00 – 37092.00 = 2076.00 T&E dollars

BASE EQUALS = 37092.00

FY 2020				STATE SALARY SCHEDULE							Folder Name: FY20 INITIAL(Salary Schedule)	
PROPOSED				GEORGIA ANNUAL/MONTHLY SALARY SCHEDULE FOR 10 MONTHS EMPLOYMENT							BASE EQUALS $37,092.00 SCHOOL YEAR 2019 - 2020	
				LEVEL OF CERTIFICATION								
Years of Creditable Service	Salary Step	T-1 $35,217.00 94.50% OF T-4	T-2 $36,154.00 97.25% OF T-4	PROV BT-4 $35,217.00 94.50% OF T-4	PROF T-4 $37,092.00 100.00% N/A	PROV BT-5 $39,308.00 106.50% OF T-4	PROF T-5 $42,206.00 115.00% OF T-4	PROV BT-6 $44,754.00 106.50% OF T-5	PROF T-6 $47,303.00 113.00% OF T-5	PROV BT-7 $50,183.00 106.50% OF T-6	PROF T-7 $52,176.00 111.00% OF T-6	
0,1,2	E	$35,217.00 $2,934.75	$36,154.00 $3,012.83	$35,217.00 $2,934.75	$37,092.00 $3,091.00	$39,308.00 $3,275.67	$42,206.00 $3,517.17	$44,754.00 $3,729.50	$47,303.00 $3,941.92	$50,183.00 $4,181.92	$52,176.00 $4,348.00	
3	1	$36,184.00 $3,015.33	$37,149.00 $3,095.75	$35,217.00 $2,934.75	$38,115.00 $3,176.25	$40,397.00 $3,366.42	$43,382.00 $3,615.17	$46,007.00 $3,833.92	$48,632.00 $4,052.67	$51,598.00 $4,299.83	$53,651.00 $4,470.92	
4	2	$37,180.00 $3,098.33	$38,173.00 $3,181.08	$35,217.00 $2,934.75	$39,168.00 $3,264.00	$41,519.00 $3,459.92	$44,593.00 $3,716.08	$47,297.00 $3,941.42	$50,001.00 $4,166.75	$53,056.00 $4,421.33	$55,171.00 $4,597.58	
5	3	$38,205.00 $3,183.75	$39,228.00 $3,269.00	$35,217.00 $2,934.75	$40,253.00 $3,354.42	$42,675.00 $3,556.25	$45,841.00 $3,820.08	$48,626.00 $4,052.17	$51,411.00 $4,284.25	$54,558.00 $4,546.50	$56,736.00 $4,728.00	
6	4	$39,261.00 $3,271.75	$40,315.00 $3,359.58	$35,217.00 $2,934.75	$41,743.00 $3,478.58	$44,262.00 $3,688.50	$47,555.00 $3,962.92	$50,451.00 $4,204.25	$53,347.00 $4,445.58	$56,620.00 $4,718.33	$58,885.00 $4,907.08	
7	5	$40,349.00 $3,362.42	$41,434.00 $3,452.83	$35,217.00 $2,934.75	$42,905.00 $3,575.42	$45,500.00 $3,791.67	$48,892.00 $4,074.33	$51,875.00 $4,322.92	$54,857.00 $4,571.42	$58,229.00 $4,852.42	$60,562.00 $5,046.83	
8	6	$41,469.00 $3,455.75	$42,587.00 $3,548.92	$35,217.00 $2,934.75	$44,701.00 $3,725.08	$47,413.00 $3,951.08	$50,957.00 $4,246.42	$54,074.00 $4,506.17	$57,191.00 $4,765.92	$60,714.00 $5,059.50	$63,152.00 $5,262.67	
9,10	7	$42,623.00 $3,551.92	$43,775.00 $3,647.92	$35,217.00 $2,934.75	$45,952.00 $3,829.33	$48,745.00 $4,062.08	$52,396.00 $4,366.33	$55,606.00 $4,633.83	$58,817.00 $4,901.42	$62,445.00 $5,203.75	$64,957.00 $5,413.08	

ITEMS TO REMEMBER

New CERTIFICATE FIELD CODE 889 & 890

Fiscal Year	2021
Fiscal Count	1
CPI Field Code	889
Certificate Field	Personalized Learning Endorsement
Short Title	Personalized Learning Endorsement
Old Code	

SAVE CANCEL

Fiscal Year	2021
Fiscal Count	1
CPI Field Code	890
Certificate Field	Positive Behavior Intervention and Supports (PBIS) Endorsement
Short Title	Positive Behavior Intervention and Supports (PBIS) Endorsement
Old Code	

SAVE CANCEL

New CERTIFICATE FIELD CODE 891 & 892

Fiscal Year	2021
Fiscal Count	1
CPI Field Code	891
Certificate Field	Urban Education Endorsement
Short Title	Urban Education Endorsement
Old Code	

SAVE CANCEL

Fiscal Year	2021
Fiscal Count	1
CPI Field Code	892
Certificate Field	Agricultural Education Endorsement (K-5)
Short Title	Agricultural Education Endorsement (K-5)
Old Code	

SAVE CANCEL

ITEMS TO REMEMBER

CPI RECORDS PER EMPLOYEE TYPE

EMPLOYEE TYPE Code	Personnel	Record Layouts	Certified T&E $
L	Long-Term Substitutes	A	No
P	Third-Party Contracts	A & C	No
B	SB 327 Employees (direct contract)	A, B, & C	Yes
Blank/null	Other direct contract employees and VIF	A, B, & C	Yes

ITEMS TO REMEMBER

SUBJECT Matter Codes

Matching course to state codes

❑ Teaching assignments are broken out by subject taught.

❑ **First two digits** indicate the **subject area**.

Subject Matter Code	Code Description
010	Agricultural Business & Production Technology
012	Agricultural Business & Production Technology
013	Agricultural Business & Production Technology
018	Agricultural Business & Production Technology

You do not have to use a 3 in the third digit to designate a distance learning teacher.

ITEMS TO REMEMBER

SUBJECT Reminders

Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**
  - 23**1** = Remedial
  - 23**2** = Gifted Education
  - 23**3** = Distance Learning
  - 23**8** = Special Education
  - 23**0** = All Other

You do not have to use a 3 in the third digit to designate a distance learning teacher.

- Combining **Subject** with **Type of Instruction**: *Example:*

  English Language Arts (LA) = **23**.xxxxxxx
  - 231 = Remedial LA
  - 232 = Gifted Education LA
  - 233 = Distance Learning LA
  - 238 = Special Education LA
  - 230 = All Other LA

ITEMS TO REMEMBER

Subject Reminders

❑ Subject Matter codes should reflect the specialized fields of study wherever possible.
 ❖ Reduces necessary changes in In-Field reporting for PSC

ESSA PQ/ In-field G-CASE Clearance Certificates

O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC & SBOE Rules

ALL Georgia LEA teachers, school or school system administrators, and paraprofessionals MUST hold a Clearance Certificate.

A Clearance Certificate is a certificate issued by the Georgia Professional Standards Commission that verifies that an educator has completed fingerprint and criminal background check requirements.

ESSA PQ/ In-field G-CASE Special Education Teachers

**Richard Woods
Georgia's School Superintendent
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gadoe.org**

NEW IN GEORGIA IN FY18

Under Georgia SBOE Board Rule Amended – July 20, 2017, ALL LEA Special Education Teachers must be certified in special education in the field in which the teacher is assigned. This includes special education teachers in charter schools, charter districts and strategic waiver districts.

Georgia Department of Education

Professional Qualifications for Teachers

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
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What does ESSA say about qualifications?

ESSA says that state education agencies (SEAs) and Local Education Agencies (LEAs) must ensure teachers meet applicable state certification requirements [Sections 1111(g)(2)(J), 1112(c)(6)].

O.C.G.A. § 20-2-984
Georgia law authorizes GaPSC to establish certification requirements.

§ 20-2-2065
Georgia law allows charter and strategic waivers systems to waive state certification for most teachers.

ITEMS TO REMEMBER

- Report employees from first day of collection until the last. If you hire a new teacher the day before the CPI ends, you get paid T&E for that teacher.

- Make sure all employees have Clearance Certificates.

- Make sure you are aware of all Third-Party Employees.

- If you are taking advantage of services from other districts (like GNETS or Alternative school), please confirm that they are reporting the employees in their CPI collection.

- Remember termination dates are just that - termination dates.

ITEMS TO REMEMBER

- Please make sure you communicate with the Superintendent about signings off before the signoff date.

- Look up your new employees in PSC to confirm certification information. If you see an (*), contact PSC to inform them that they are working for your LEA.

- Know that I Am Here For You!!!!

CHARTER/ SWSS WAVIER

101	Academic Major	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
102	Course Work (Minimum 21 semester hrs/35 quarter hrs)	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
103	GACE	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
105	In-Field by CTAE Equivalent Requirements	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes
104	Meets LEA PQ Requirements Does Not Meet ESSA In-Field Requirements	LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T& E Yes
106	Does Not Meet LEA PQ Requirements Does Not Meet ESSA In-Field Requirements	LEA Hires/Assigns the Best Available Teacher Who Does Not Meet LEA PQ Requirements. The Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T&E NO

Questions?

How to Get Additional Assistance:

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the **Help Desk Portal** link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link: **https://portal.doe.k12.ga.us/Login.aspx**

You may also request assistance by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center
Georgia Department of Education

Data Collection Team

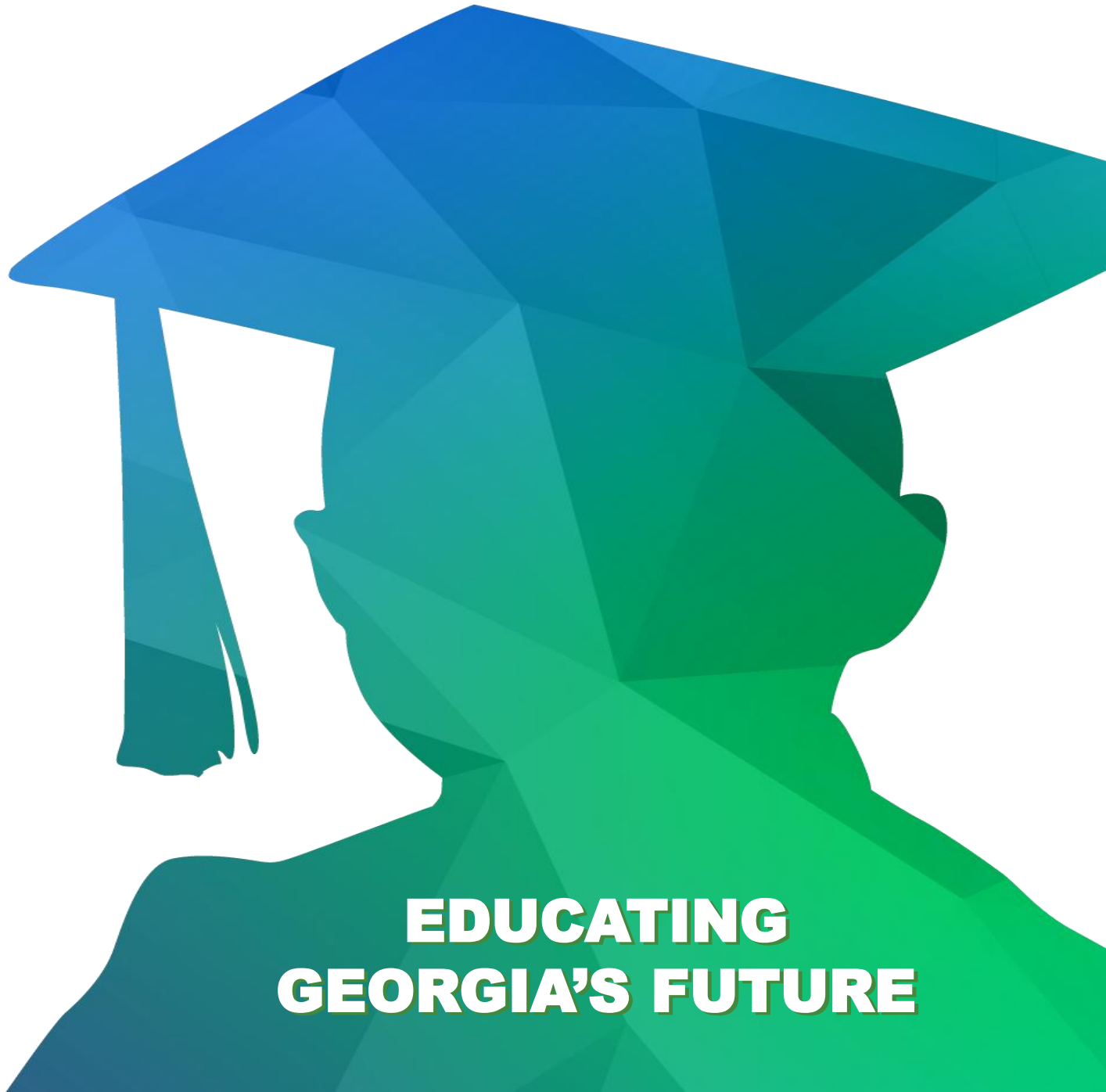| Nicholas Handville	Director of Data Collections, Analysis, and Reporting		nhandville@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-556-7480	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Collection)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance, Pre-ID)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, End Of Pathway Assessment)	404-304-3346	irish.saxton@doe.k12.ga.us
Stephanie Smith	Data Collections Specialist (Free & Reduced Meal, New Coordinator Liaison)	770-301-1503	stephanie.smith@doe.k12.ga.us

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